

FEBRUARY 17, 2004

RESOLUTION AUTHORIZING A COUNTYWIDE
CONTRACT WITH **CORPORATE EXPRESS**
FOR THE PURCHASE OF COUNTYWIDE OFFICE
SUPPLIES FOR THE PERIOD FEBRUARY 23, 2004
THROUGH FEBRUARY 22, 2007
(PURCHASING) (Est. over 3 years: \$2,850,000)

WHEREAS, competitive sealed bids were received and opened by the Purchasing Department on January 16, 2004; and

WHEREAS, **Corporate Express** was the lowest and best bidder for countywide office supplies; and

WHEREAS, the term of the contract is for the period February 23, 2004 through February 22, 2007, with the option to renew for one additional two-year period, if mutually agreed upon by both parties; and

WHEREAS, the bid documents, specifications, and bid discounts off of list prices submitted by **Corporate Express** for ITB 2004-02-68 are firm and fixed, and shall be the governing term contract which is fully incorporated herein, and binding on both parties for the initial three (3) year contract period of February 23, 2004 through February 22, 2007, and any subsequent two-year renewal period; and

WHEREAS, The Franklin County Purchasing Department recommends the bid submitted by **Corporate Express** as the lowest and best bid for countywide office supplies; now, therefore, upon motion of Commissioner Stokes, seconded by Commissioner Kilroy,

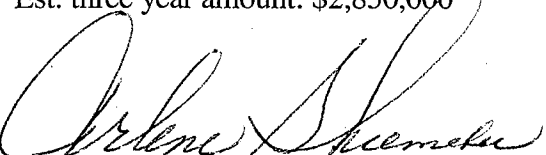
THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS,
FRANKLIN COUNTY, OHIO:

That the contract agreement with **Corporate Express** in an amount not to exceed the bid discounts off of list prices and estimated three-year contract amount of \$2,850,000 are hereby approved.

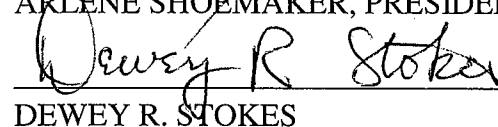
AGENCY
Purchasing

CONTRACT AMOUNT
Est. three year amount: \$2,850,000

Voting Aye thereon:



ARDENE SHOEMAKER, PRESIDENT


DEWEY R. STOKES


MARY JO KILROY

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, OHIO

Voting Nay thereon:

ARLENE SHOEMAKER, PRESIDENT

DEWEY R. STOKES

MARY JO KILROY
BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, OHIO

KHK:krw

cc: Journal
Auditor Administration & Fiscal
Purchasing (ITB File 2004-02-68)
All Franklin County Agencies
Corporate Express

COUNTYWIDE CONTRACT SUMMARY SHEET

For
2003-02-68
Office Supplies

- Competitive sealed bids for Countywide Office Supplies were opened on January 16, 2004. We received bids from six bidders.

	In-Stock Discount <u>Off list</u>	Out-of Stock Discount <u>Off List</u>
Corporate Express	61%	38%
Williams Designs	59%	36%
Boise Cascade	54%	50%
Office Depot	Disqualified	1) No catalogues. 2) Took exception to our Terms & Conditions.
Friends Business Source	Disqualified	Not provide cross- reference to OIH products
Graham Office supply	Disqualified	No bid bond

- The bids were evaluated using a 100-point scale. All three evaluators rated Corporate Express as the "Lowest and Best" bidder. The Corporate Express bid complied with all of the specifications and service requirements.
- Our current discount off of In-stock catalog list prices is 60%. The new bid discount off of In-stock catalog list prices is 61%. This represents a savings of approximately \$7,600 annually.
- This will be a three-year contract for the period February 23, 2004 through February 22, 2007, with the option to be renewed for one additional two-year period, if mutually agreed upon by both parties. The original bid discounts off of both the provider's in-stock catalog and out-of-stock catalog will remain in effect throughout the three-year contract term and any subsequent two-year renewal period.
- The Ohio Revised Code Section 4115.31 through Section 4115.35 requires that State of Ohio Governmental Agencies purchase products obtained from a State Use Committee recognized sales agent, such as The Ohio Industries for the Handicapped, Incorporated, when ever possible. Franklin County has established guidelines to insure agencies comply with the State Use Program. Items purchased off this contract will

be cross-referenced with the OIH catalog. This will ensure compliance with the State Use Program.

- Corporate Express is our current contract provider; therefore, the transition into a new contract period with the same provider will be smooth and remain unchanged.
- A representative of the Franklin County Purchasing Department will present the Resolution to the Commissioners at General Session.

**BOARD OF FRANKLIN COUNTY COMMISSIONERS
COUNTYWIDE CONTRACT AGREEMENT**

This contract agreement entered into this 17 day of Feb, 2004, by and between Corporate Express and the Board of Franklin County Commissioners, referred to as the County pursuant to and under the authority of Resolution No. 129 - 2004, for countywide office supplies as bid under ITB No. 2003-02-68. The requirements set forth in the Invitation to Bid and the Corporate Express bid response are binding upon the parties and are incorporated by reference into the terms of this contract.

WITNESSETH, that for the mutual considerations herein specified, the County and Corporate Express have agreed and do hereby agree as follows:

SECTION I Administrative and Specifications Requirements

All specifications and delivery requirements specified in the bid documents governing the contract are the sole responsibilities of the contractor and are incorporated herein by reference.

SECTION II Pricing and Delivery of Services

1. The bid discount off of the Corporate Express in-stock Office Products Essentials list price catalog and the bid discount off of United Stationers (non-stock) Master Distributor list price catalog are firm and fixed for the three year contract period of February 23, 2004 through February 22, 2007 and any subsequent two-year renewal period, as specified in the Corporate Express ITB 2003-02-68 Bid Response Form.
2. Corporate Express must deliver all items in accordance with the terms and conditions of the contract.

SECTION III Term of Contract

The term of the contract shall be in effect on and between February 23, 2004 and February 22, 2007, and may be renewed for one additional two-year period at the original bid discounts off of list prices, if mutually agreed upon by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals or caused this agreement to be executed by their duly authorized officers or agents this 11 Day of Feb, 2004.

Franklin County Commissioners:

Arlene Shoemaker
ARLENE SHOEMAKER, PRESIDENT

Dewey R. Stokes
DEWEY R. STOKES

Mary Jo Kilroy
MARY JO KILROY

Contractor: Corporate Express

By: Susan Petrak

Title: Director of Sales

Date: February 9 2004

Betty J. Sherrard
Witness

APPROVED AS TO FORM BY:

Ronald J. O'Brien

Franklin County Prosecuting Attorney

By Dick A. [Signature] 2/10/04
Assistant Prosecuting Attorney Date

APPROVED AS TO FORM BY:

By [Signature]

Karl H. Kuespert, C.P.M.
Director, Purchasing Department
Franklin County

2/10/04
Date